

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">25.8</p> <p>Date Filed</p> <p style="text-align: center;">January 12, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">6</p> <p>Effective Date</p> <p style="text-align: center;">May 26, 2005</p>
<p>Authority/References</p> <p>KRS 196.035, 197.020, 439.600, 439.630, 439.640, 520.010(5)3-3197 P&amp;P ACA 3-3193, 3-3194, 3-3195 3-3196, 3-3197, 3-3206</p>	<p>Subject</p> <p style="text-align: center;"><b>EXTENDED FURLOUGH</b></p>	

## I. DEFINITIONS

"Classification and Treatment Officer (CTO)" means the institutional officer responsible for the treatment needs of the offender.

"Community Center records clerk" means a Central Office employee responsible for record keeping of the Community Center program.

"Employment and Placement Verification Report" means the report of the status, approved or disapproved, of the home and job placement sent to the Placement Manager for acceptance of the issuance of the parole certificate.

"Escape" is described in KRS 520.010(5).

"Extended furlough" means a type of furlough which may be extended at seven (7) day intervals by the parole officer, up to twenty-one (21) days if the inmate has found a job, is working in an on-the-job training program, and is awaiting the arrival of the parole certificate.

"Furlough" means an authorized absence extending the limits of confinement from a Kentucky correctional institution or community center to visit a specified place within the boundaries of the Commonwealth for a specified length of time not to exceed seven (7) days. At the expiration of the furlough, the inmate shall return to the specified institution.

"Parolee" means a person who has been released officially from inmate status to parole by receiving an official signed Parole Certificate.

"Parole certificate" means the official document that allows release from the institution on parole supervision in the community.

"Parole officer" means the Community Services Officer in the community who is responsible for verifying placement plans, sending in the verification report and supervising an individual released on parole.

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"Parole plan" means information regarding the home and employment placement that is submitted to the local Probation and Parole Officer to investigate. If the offender claims to be medically unable to work, he shall produce a statement from a medical professional in support of his claim. If the offender has an active detainer that shall result in his continued incarceration after release, this may be substituted for employment.

"Parole recommendation" means the status of inmates who have met the Parole Board and received a favorable recommendation but have not received a signed Parole Certificate. These people shall still be officially classified as inmates.

"V.T.P. (Vocational Training Program)" means a program of employment training in the community to improve vocational skills and to assist the inmate in obtaining permanent employment prior to release on parole.

## II. POLICY and PROCEDURE

This policy establishes procedures to allow Corrections to expand the housing alternatives of inmates who have been recommended for parole and are having difficulty obtaining adequate employment placement.

### A. Granting Authority

An extended furlough may be granted by the Commissioner or his designee for an inmate who has been recommended for parole and who has a verified home placement. A qualified inmate shall not be granted an extended furlough until the Warden or Classification Program Manager determines reasonable cause exists to believe the inmate will maintain clear conduct while on the furlough. The Warden or Community Center Program Manager may use all available information from Corrections' records or valid sources in the community to determine whether an extended furlough may be granted.

### B. Criteria

To qualify for an extended furlough, an inmate in an adult correctional institution or community center shall:

1. be recommended for parole within the Commonwealth of Kentucky,
2. be eligible according to statute,
3. have a verified home placement,
4. have no outstanding detainers, and

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5. be mentally and emotionally capable of following the regulations of an extended furlough.
- C. Procedures for Implementation of the Extended Furlough Program (3-3196, 3-3197)
1. Each inmate recommended for parole shall first make every effort to secure employment and home placement. If employment is not available, other alternatives like a halfway house and J.T.P.A. programs shall be considered. The inmate shall not be released on extended furlough until on or after the twenty-first day following his parole recommendation. An extended furlough from a community center may be granted the same day for an inmate recommended for parole if he meets the eligibility guidelines.
    - a. Following the recommendation for parole, a Classification and Treatment Officer shall determine those inmates who are eligible for furlough. The CTO shall complete the appropriate paperwork within ten (10) working days after the parole hearing and give the completed paperwork to the assigned institutional staff for final processing.
    - b. The assigned Institutional staff shall then prepare a parole plan to the appropriate county of proposed residence by:
      - (1) completing the home placement information,
      - (2) typing "On Furlough to Obtain" in the employment section, and
      - (3) typing "Upon approval of the Warden of this institution, this individual shall be released by extended furlough on (date) at (time)" in the additional comments section.
    - c. If the extended furlough is not approved by the Warden, the assigned institutional staff shall immediately notify the appropriate parole office of this action. In a Community Center, the Probation and Parole officer shall have this responsibility.
  2. An inmate shall be furloughed only on Monday, Tuesday, Wednesday and Thursday.
  3. The parole plan, along with appropriate documents such as the PSI, record card, shall be sent out by the assigned institutional staff or the parole officer or the parole officer in the community center as soon as a completed extended furlough application has been received. (3-3194)

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- a. A written verification shall be completed by the parole officer prior to any release and mailed to Central Office. (3-3206) (3-3193)
  - b. The institution shall process parole certificates for extended furlough cases. Offender Information shall mail the parole certificate with the notice of discharge, gratuity check and receipts for money due the inmate, to the supervising probation and parole officer. All inmates on extended furlough shall have their certificate mailed to their supervising probation and parole officer.
  - c. After the supervising parole officer receives the parole certificate, he shall mail one (1) signed and dated copy of the parole certificate directly to the Parole Board. The other copy shall be mailed to Offender Information at the institution along with one (1) copy of the dated notice of discharge (typed), and the completed petty cash receipt.
  - d. The Community Center parole certificate shall be mailed directly to the supervising officer by the Community Center Program Office located in the Central Office. After the certificate has been received by the supervising parole officer, he shall officially discharge the inmate. One (1) copy of the signed parole certificate shall be mailed immediately to the Parole Board. The other copy of the certificate shall be mailed to the Community Center Program Office in the Central Office. In addition to the certificate, five (5) dated notices of discharge (typed), and the completed petty cash receipt shall be mailed to the Central Office. The supervising officer shall then mail the sixth copy of discharge to the parole officer in charge of the Community Service Center from which the inmate is being discharged.
4. At the time of release, the assigned institutional staff shall notify the parole officer that the inmate has been released. Instructions for reporting shall be given by the assigned institutional staff prior to release and the appropriate Corrections staff shall contact VINE. (3-3195)
  5. If an inmate on furlough violates the furlough code of conduct, the parole officer shall contact the sending institution and request the inmate be returned to that institution.

If the institution cannot accept the offender, the parole officer shall contact the Central Office Duty Officer and advise him of the situation. The Duty Officer shall instruct the parole officer as to which institution the violator shall be returned. The Duty Officer or institution shall advise the parole

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officer when the inmate shall be transported. The parole officer shall send the documentation regarding the incident to the institution with the inmate.

6. If the inmate on furlough fails to report, he shall be placed on escape status immediately. The parole officer shall call the assigned institutional staff or Community Center Program Manager, to advise them of the escape and shall immediately submit a written report of the incident and the appropriate Corrections staff shall contact VINE. (3-3195)
7. If an inmate secures employment while on extended furlough and if his presence is required on the job prior to receipt of his parole certificate, the parole officer may immediately approve this as a vocational training program placement. Once the parole certificate has been received, the inmate shall become a regular parolee who is employed. KRS 439.640 permits those individuals on furloughs to accept gainful employment with the understanding that his participation is for improvement of vocational skills. The parole officer shall outline in his verification that the Vocational Training Program placement is acceptable to the employer and to the officer. It is important that this information is fully reported in the verification. (3-3196)
8. The inmate shall be permitted to operate a motor vehicle while on extended furlough for the following purposes only: Travel to and from work, employment which necessitates the operation of a motor vehicle, or seeking employment. The inmate shall have a valid driver's license.
9. If an inmate violates the conditions of furlough, he shall meet the Adjustment Committee before the Parole Board may take action. If the Adjustment Committee recommends loss of good time or if good time may have been taken, the Parole Board shall be notified as soon as possible.

#### D. Extensions

It shall usually require longer than a week for an inmate to secure employment or for papers to be processed. Therefore, a furlough extension may be necessary.

1. The parole officer may extend the furlough. The parole officer shall notify the institution or community center staff member by 2:00 p.m. on the sixth day of the furlough. The officer shall only write "EXTENSION" and the date on the top of the furlough application and sign the notation.

An extension for an inmate on extended furlough shall be made by phone. A list of contact persons at the institutions shall be made available to Community Services personnel. This list shall be kept updated and distributed to parole officers.

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2. The inmate may receive two (2) extensions if he is diligently attempting to find employment,
  - a. At the discretion of the parole officer. If a job appears to be forthcoming, one (1) extension may be provided beyond the twenty-one (21) days.
  - b. If the inmate makes no effort to secure employment, the parole officer may instruct the inmate to return to the institution before the twenty-one (21) days have passed, but not before the seven (7) days of the furlough or the extension have passed. The parole officer shall call the institution or community center contact person immediately regarding return of the inmate.
3. If the inmate has not been paroled by the termination of the furlough, it shall be the responsibility of the inmate to return to the institution at the specified date and time.
4. If the parole officer terminates the furlough on a date other than that specified on the application, the institution or community center shall be notified by phone immediately and given the inmate's estimated time of arrival.